

Parent to Parent of SW MI

Job Title: Administrative Assistant

Hours: 20

Wage/Salary: 8.15 per hour

FLSA-Exempt

Supervisor: Executive Director

Purpose: Performs a variety of functions and uses word processing, spreadsheet and presentation software. Duties also include fielding telephone calls, filing and data entry.

Primary Responsibilities:

- Answer main phone line and direct calls
- Assist in collecting information on services and other resources available to parents
- Complete intakes (over the phone or in person)
- Greet guests and direct them to other staff, office, or community resources
- Provide specific program and service information
- Make phone calls to parents, volunteers, etc.
- Distribute mail
- Help prepare bulk mailings
- Assist with parent meetings, special events, or fundraisers
- Manage and update agency database and other data entry based needs
- Monthly data collection
- Market the programs and services of Parent to Parent of SW MI
- Prepare correspondences as needed
- Assist staff, as needed
- Promote agency events and/or services
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders; verifying receipts of supplies
- Light cleaning of offices spaces
- Other programmatic and administrative duties as assigned

Qualifications:

- Must be a parent of a child with a developmental disability
- Dependable, motivated, and trust worthy
- Must possess a high school diploma, certificate, or GED, and at least 18 years of age
- Ability to organize and manage multiple tasks
- Good communication (written and verbal) and organizational skills.
- Demonstrates initiative, judgment to perform independently, and leadership skills
- Basic computer skills and database entry
- Pleasant interpersonal skills and ability to interact with a diverse population
- Meet and complete all of Parent to Parent of SW MI and KCMHSAS training and credentialing requirements
- Must be able to work some evenings and weekends

Please submit resume to Jill Angell at jill@p2pswmi.org by Friday January 30th, 2015